

Message Text

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FM SECSTATE WASHDC

TO AMEMBASSY PORT OF SPAIN

UNCLAS STATE 211323

E.O. 11652: N/A

TAGS: AFSP, TD

SUBJECT: LOCAL SALARY AND CLASSIFICATION SURVEY

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REF: PORT OF SPAIN 1978

1. A TEAM HAS BEEN CONTRACTED TO CONDUCT A CLASSIFICATION AND WAGE SURVEY IN PORT OF SPAIN, TRINIDAD. TEAM CONSISTS OF ISADORE EINHORN AND BILLY MEACHAM. DURATION OF SURVEY ESTIMATED AT THREE WEEKS. TEAM PLANS TO ARRIVE APPROXIMATELY AUGUST 30. EXACT DATE AND TIME OF ARRIVAL IN PORT OF SPAIN WILL BE SUBJECT OF SEPTTEL.

2. PLEASE HAVE THE FOLLOWING ITEMS AVAILABLE UPON ARRIVAL OF TEAM:

(A) COMPLETE COPIES OF LAST SURVEY CONDUCTED AT THE POST.

(B) COMPLETE COPIES OF LOCAL EMPLOYEES COMPENSATION PLAN WITH ALL ATTACHMENTS, LOCAL EMPLOYEE STAFFING PATTERN AND LISTING OF NUMBERS OF LOCAL EMPLOYEES BY POSITION AND FSL CLASS.

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(C) PREPARE SUMMARIES OF EMPLOYEE BENEFITS REQUIRED BY

HOST COUNTRY LAWS TOGETHER WITH EMPLOYER AND EMPLOYEE CONTRIBUTIONS.

(D) PREPARE LIST OF OTHER BENEFITS KNOWN TO BE PROVIDED AS LOCAL PRACTICE.

(E) GENERAL LETTER OF INTRODUCTION WHICH MESSRS. EINHORN AND MEACHAM CAN CARRY ON SURVEY CONTACTS.

(F) HAVE AVAILABLE CURRENT DESCRIPTIONS OF EACH POSITION.

3. SELECT APPROXIMATELY 8 TO 10 LOCAL ORGANIZATIONS TO BE SURVEYED PER LECH 2.1-7. EVERY EFFORT SHOULD BE MADE TO SELECT ORGANIZATIONS THAT HAVE MINIMUM AND MAXIMUM RATES FOR THEIR POSITIONS.

4. TENTATIVELY SELECT KEY POSITIONS TO BE USED IN SURVEY AND PREPARE APPROPRIATE SUMMARIES. SEE LECH 2.1-5 AND 2.1-6. FINAL DECISIONS ON KEY POSITIONS AND SUMMARIES WILL BE MADE UPON THE CONTRACTORS' ARRIVAL.

5. CONTRACTORS WILL REQUIRE OFFICE SPACE, CLERICAL AND TYPING ASSISTANCE, CALCULATORS, THE USUAL OFFICE SUPPLIES AND EQUIPMENT AND TRANSPORTATION TO COMPANY INTERVIEWS. KISSINGER

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